

CHAPTER 1—GENERAL ADMINISTRATION

ARTICLE 1—ORGANIZATION

Revised August 2006

[Sections 11010.1 through 11010.9.1.7.1 are unchanged]

11010.9.1.7.1.1 Classification Services Unit

Revised July 22, 2013

The Classifications Services Unit (CSU):

- Develops, administers, and maintains CDCR classification policies and procedures to ensure uniform diagnostic evaluations of State inmates.
- Enforces appropriate housing of inmates at the lowest level of custody consistent with the security of the institution and safety of staff, inmates, and the community.
- Endorses inmate transfer recommendations based on verification of specific inmate safety and security considerations, program eligibility and appropriateness, and CDCR bed availability. Case factor reviews include an evaluation of the inmate's criminal history, street or prison gang affiliations, propensity for violence and/or escape, programming needs, work skills, medical and psychiatric needs, and reentry eligibility.
- Audits institutional classification practices and safeguards institutional compliance with CDCR classification policy.
- Resolves conflicts and enforces standardized interpretation of CDCR classification policies raised by institutions to either the chief of CSU or the Departmental Review Board (DRB), for a binding administrative decision.
- Presents ongoing training to institutional staff regarding due process rights, the inmate classification system, use of confidential information, inmate housing criteria, and documentation requirements.
- The CSU includes the following sections and functions:

Population Management Section

- Analyzes and evaluates current and projected inmate population trends.
- Coordinates inmate movement and cost effective bed use.
- Establishes compliance criteria for reception center processing requirements and time frames.
- Monitors and coordinates inmate placement and full utilization of beds in minimum support facilities, camps, restitution centers, and community correctional reentry centers.
- Implements and maintains the County Delivery System, a computer-based system that identifies county delivery options based on expected processing times, projected intake, and geographical location.
- Serves as Intake Control Unit (ICU) for the County Delivery System.

Health Care Section

In coordination with the Division of Correctional Health Care Services (DCHCS):

- Evaluates, endorses, and expedites transfers for medical treatment including special housing for pregnant, physically disabled (including those inmates confined to wheelchairs), and contagious/infectious inmates.
- Endorses and monitors inmates with ongoing psychiatric concerns including inmates recommended for Correctional Clinical Case Management Services, Enhanced Outpatient Program, Mental Health Crisis Bed, and Department of Mental Health Inpatient Hospital Care.

- Evaluates and endorses transfers for inmates with developmental disabilities.
- Acts as liaison with the court, DCHCS, institutions, and families concerning compassionate release requests and coordinates, verifies, prepares, reviews, and processes requests for the Secretary's approval.
- Conducts inquiries and responds to written correspondence from the general public, inmate families, legislators, advocacy groups, judges, and attorneys.

Special Projects Section

- Develops and clarifies components of the classification system.
- Researches and augments classification policies, regulations, and procedures.
- Coordinates efforts to ensure the California Code of Regulations (CCR), Title 15 and the DOM are current.
- Researches, analyzes, and generates administrative and informational bulletins, proposes and implements legislation, and responds to inquiries.
- Provides teletype approval for prerelease transfers and DJJ dual jurisdictional cases.
- Prepares budget change proposals, composes memoranda and special reports to the Governor's Office and the Secretary.

Sexually Violent Predator Unit

- Refers potential Sexually Violent Predator (SVP) cases to the Department of Mental Health (DMH) via the Board of Parole Hearings (BPH) for clinical evaluations and potential referral for prosecution and a renewable two-year civil commitment.
- Coordinates with the BPH, DMH, DAPO, Correctional Case Records Administration, DJJ, and OLA to implement new laws and procedures (i.e., SVP Program).
- Acts as the liaison with city, county, State, and federal agencies.

Security Housing and Administrative Segregation Section

- Clarifies and standardizes CDCR Administrative Segregation (AD SEG) and Security Housing Unit (SHU) policy and procedures.
- Audits AD SEG and SHU placement to ensure compliance with regulations.
- Establishes criteria for classification review of prison gang validations for determining Indeterminate SHU placement and/or retention.
- Serves as a liaison to the OCS to monitor enemy activity, high notoriety cases, and protective housing unit placements.
- Oversees preparation, investigates, and provides an analysis of cases referred to the DRB.
- Coordinates the classification portion of the Division of Adult Institutions (DAI) compliance reviews.
- Conducts AD SEG Unit Bed Utilization Reviews to maximize use of beds.
- Creates and maintains the Classification Services Representative (CSR) travel schedule to ensure adequate coverage for all institutions.

Minimum Custody Program and United States Immigration and Naturalization Service Section

- Maintains the Enhanced Tracking System to identify, monitor, and coordinate inmate placement and full utilization of beds in Minimum Support Facilities, Camps, Restitution Centers, Community Correctional Facilities (CCF), Community Prisoner Mother Programs, and Community Correctional Reentry Centers (CCRC).

- Identifies and tracks foreign-born inmates in compliance with the United States Immigration and Naturalization Service (USINS).
- Coordinates with the BPH to facilitate return of inmates to their country of citizenship in compliance with the Foreign Prisoner Transfer Treaty Program.
- Coordinates with the USINS to facilitate housing and deportation hearings by federal immigration judges for inmates with active detainers.
- Is the liaison with foreign consul concerning issues related to foreign-born inmates.
- Is the liaison with CCF administration concerning CCF issues.
- Is the liaison with the DAPO concerning CCRC and Restitution Center issues.

Training Section

- Plans, coordinates, and presents annual training to Classification & Parole Representatives (C&PRs), Reception Center Correctional Counselor (CC) IIIs, Assistant C&PRs, and other staff responsible for the classification process.
- Collects CSR audit reports and compiles information distributed in quarterly audit report summaries for the purpose of evaluating the classification processes.
- Plans, coordinates, and presents quarterly CSR training regarding classification process updates and changes to policy and procedure.
- Coordinates, presents, and tracks training for all headquarters CCII Specialists and training for CSU staff.
- Provides training for all CDCR institutions/units/offices in various areas of the classification process, on request.
- Is the liaison with Commission On Peace Officer Standards and Training (CPOST) regarding classification issues and training.
- Plans, develops, and funds requests for CC I and CC II Supervisor Training Academies.

[Sections 11010.9.1.7.1.2 through 11010.23 are unchanged]